



## **By-Laws of the Reference and Adult Services Section of the New Hampshire Library Association**

### **ARTICLE I. Name.**

The name of this organization shall be the Reference and Adult Services Section of the New Hampshire Library Association.

### **ARTICLE II. Objective.**

The objective of the Reference and Adult Services Section is to disseminate information pertaining to work in reference, circulation, technical services, interlibrary loan, and adult programming. Discussions, workshops, and other types of informal formats will be used.

### **ARTICLE III. Membership.**

Membership shall be open to dues-paying members of the New Hampshire Library Association.

### **ARTICLE IV. Officers.**

**Section 1.** The officers of the Reference and Adult Services Section shall be the President, Vice President/President-Elect, Secretary, Treasurer, Immediate Past President.

**A.** The Past-President, President, Vice-President/President-Elect shall serve for one year.

**B.** The Secretary and Treasurer shall serve for two years.

**Section 2.** Vice President/President-Elect, Secretary, Treasurer shall be elected by ballot and shall serve until their successors are elected. New officers shall assume their duties in December.

**Section 3.** The duties of the officers shall be as follows:

**A.** The President shall conduct all meetings and, with the advice of the Executive Board, shall appoint any special committees as necessary. The President shall be an ex-officio member of each

committee, voting only in the case of a tie. The president shall represent the Reference and Adult Services Section to the NHLA Executive Board.

**B.** The Vice-President/President-Elect shall assume the responsibilities of the President in the absence of the President. Vice-President/President-Elect shall serve as parliamentarian and shall coordinate all bylaw revisions. The Vice-President/ President-Elect shall represent the Reference and Adult Services Section to the NHLA Conference Committee.

**C.** The Secretary shall notify all Executive Board members of Board meetings, shall keep minutes of all general membership and Executive Board meetings and forward these to the Reference and Adult Services Section President.

**D.** The Treasurer shall keep and report all necessary and proper financial records, and shall work with the NHLA Treasurer to manage READS finances.

## **ARTICLE V. Executive Board.**

**Section 1.** The Past-President, President, Vice-President/President-Elect, Secretary, Treasurer, and all Committee Chairs shall constitute the Executive Board.

**Section 2.** The Executive Board shall determine policies and changes therein within the limits of the bylaws of the section and shall take such actions it considers necessary to carry out the objectives of the section.

## **ARTICLE VI. Committees**

**Section 1.** There shall be the following standing committees: Membership, Program, Public Relations, Publicity, Nominating, and Award Selection.

**Section 2.** Each committee shall appoint one designee to serve as a Chairperson and member of the READS Executive Board for a period of two years. An exception is made for the Nominating and Award Selection Committees which shall be chaired by the immediate Past President.

**Section 3.** Vacant committee chair positions shall be appointed by the Executive Board.

## **ARTICLE VII. Nominations and Elections.**

### **Section 1. Nominations**

**A.** The Past President shall chair a Nominating Committee of three members appointed by the President to nominate candidates for each office. The President shall not be a member of the Nominating Committee.

**B.** Nominations from the general membership shall also be accepted, provided they are accompanied by written acceptances of the nominees.

**C.** Names of candidates (whether from the Nominating Committee or the general membership), together with their written acceptance, must be submitted to the President no later than August 15.

**D.** The Secretary shall prepare an official ballot.

**E.** All candidates must be members of the READS. It shall be the responsibility of the nominator to verify such membership. The Secretary shall omit from the official ballot any names improperly submitted.

### **Section 2. Elections**

**A.** The Secretary shall distribute ballots to voting members present at the Annual Business Meeting.

**B.** No later than 7 days after the Annual Business Meeting, the Secretary shall mail a copy of the ballot to all voting members who did not receive their ballot at the Annual Business Meeting.

**C.** Voting members shall have the option to return completed ballots to the Secretary in person at the Annual Business Meeting or by sending it to the Secretary by the voting deadline date indicated on the ballot.

**D.** The chair of the Nominating Committee shall certify the results of the election, which shall be determined by the tally of the Secretary, and shall notify each candidate of such results.

**E.** New officers shall be announced at the Fall Conference of the New Hampshire Library Association.

## **ARTICLE VIII. Amendments.**

Notices of proposed amendments to the by-laws must be appended to the call for a meeting. Amendments shall be passed upon affirmative vote of two-thirds of the membership present.

## **ARTICLE IX Meetings.**

### **Section 1. General Membership.**

**A.** The annual business meeting and special meetings of the general membership shall be held at such time and place as the Executive Board shall designate.

**B.** A quorum will consist of 10% of the section membership.

**Section 2. Executive Board.** Quarterly meetings of the Executive Board shall be held at such time and place as the President shall designate.

## **ARTICLE X. Parliamentary Authority.**

The latest edition of Roberts Rules of Order shall govern all deliberations of this organization.

*September, 1987*

*Revised May, 1990*

*Revised June, 2002*

*Revised October, 2005*

*Revised October, 2006*